



AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, MARCH 20, 2024, 8:15 AM

TRANSIT

901 University Ave

A. Roll Call.

1. Roger Kolb, Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Michael Conley-Kuhagen, Terri Refsguard and Hector Rodriguez.

B. Approval of the Agenda.

1. Approval of the Wednesday, March 20, 2024 Transit Commission Agenda.

C. Approval of Minutes.

1. Approval of Transit Commission minutes from February 21, 2024.

D. Closed Session.

1. Update: Collective Bargaining Agreement, Local 420 Operating Engineers.

E. Regular Business.

1. Discussion/Action: Purchase Replacement Air Compressor
2. Discussion/Action: Joist Repair - Transit Garage
3. Discussion/Action: Election of Transit Commission Officers
4. Discussion/Action: Additional Holidays for General Municipal Employees

F. Informational.

1. Operational Reports
2. Financial Reports
3. Director's Report
4. Next Transit Commission Meeting: April 17, 2024, at 8:15am.

G. Adjournment.

- 1) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 2) **QUORUM:** Please take notice that a majority or quorum of the Common Council will attend this Transit Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 3) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 20, 2024

PREPARED BY

AGENDA ITEM # B.I

Approval of the March 20, 2024, Transit Commission Agenda.

BACKGROUND

RECOMMENDATION

Staff recommends the approval of the Transit Commission agenda for March 20, 2024.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 20, 2024

PREPARED BY

AGENDA ITEM # C.I

Approval of Transit Commission minutes from February 21, 2024.

BACKGROUND

Minutes from the meeting held on February 21, 2024.

RECOMMENDATION

Staff recommends approval of the minutes from the February 21, 2024, meeting.

FISCAL IMPACT

ATTACHMENTS

- I. Transit Commission 2-21-24



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, FEBRUARY 21, 2024, 8:15 AM

TRANSIT

901 University Ave

A. ROLL CALL.

- I. Roger Kolb, Chair; Emily Ysebaert, Vice-Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Michael Conley-Kuhagen, Terri Refsguard and Hector Rodriguez.

Present: Roger Kolb, Michael Conley Kuhagen, Hector Rodriguez, Alderman Randy Scannell and Terri Refsguard

Excused: Kevin Kuehn and Emily Ysebaert

Chair Roger Kolb called the meeting to order at 8:15 a.m.

B. APPROVAL OF THE AGENDA.

- I. Approval of the Wednesday, February 21, 2024 Transit Commission Agenda.

Moved by Alder Randy Scannell, seconded by Commissioner Michael Conley Kuhagen, to approve the agenda for February 21, 2024. Motion carried.

Yes - Roger Kolb, Terri Refsguard, and Hector Rodriguez

No - None, Abstain- None

C. APPROVAL OF MINUTES.

- I. Approval of Transit Commission minutes from January 17, 2024.

Moved by Alder Randy Scannell, seconded by Commissioner Terri Refsguard, to approve the minutes for the December 6, 2023 meeting. Motion carried.

Yes - Roger Kolb, Michael Conley Kuhagen, and Hector Rodriguez

No - None, Abstain- None

D. REGULAR BUSINESS.

I. Presentation: Green Bay Metro Zero - Emissions Fleet Transition Plan

Director Kiewiz provided a brief summary of the city's initiative and recent adoption of a clean energy plan.

Staff from Slipstream presented the Green Bay Metro Zero - Emissions Fleet Plan.

Discussion was held regarding why electric buses, potential hydrogen, infrastructure, and costs. Director Kiewiz reminded the Commission of some recent projects that have been completed; interior and exterior LED lighting, and a new HVAC system.

Alder Scannell asked about Via and if they had a clean energy plan. Director Kiewiz stated that through the RFP process, Metro can require specific vehicles.

Alder Scannell stated he would like to adopt the plan. He stated it's a guideline and can be amended down the road. Director Kiewiz stated the Commission would approve any purchases of electric vehicles that would be made.

Director Kiewiz stated the roof is a future project that needs to be addressed. Various options will be considered, such as solar.

Moved by Alder Randy Scannell, seconded by Commissioner Hector Rodriguez, to adopt the Green Bay Metro Zero - Emissions Fleet Transition Plan. Motion carried.

Yes - Roger Kolb, Terri Refsguard, and Michael Conley Kuhagen

No - None, Abstain- None

E. INFORMATIONAL.

I. Operational Reports

Director Kiewiz provided a brief overview of the Fixed Route, Paratransit, and GBM On Demand services. P. Kiewiz stated that through December, ridership was at 818,000.

Director Kiewiz stated the staff continues to work with HR on hiring bus operators. Two new operators have started.

2. Director's Report

Director Kiewiz stated that over-all everything is going well. The staff is working on finalizing route changes to help with adherence issues. Two public information meetings will

be held, in addition to a public hearing. She provided a brief summary of the changes. The largest change being Route 4 being modified from a 30-minute route to a 60-minute route.

Alder Scannell stated dependability is more important than frequency.

3. Next Transit Commission Meeting: March 20, 2024 at 8:15am.

The next meeting will be held on Wednesday, March 20, 2024, at 8:15am.

F. ADJOURNMENT.

Moved by Commissioner Alder Randy Scannell, and seconded by Commissioner Terri Refsguard to adjourn the meeting. Motion carried.

Yes - Roger Kolb, Michael Conley Kuhagen and Hector Rodriguez

No - None, Abstain- None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 20, 2024

PREPARED BY

AGENDA ITEM # E.I

Discussion/Action: Purchase Replacement Air Compressor

BACKGROUND

Staff worked with the city Purchasing Dept. to replace the current air compressor. A request for bid was issued. The air compressor currently used is 24 years old and is beyond its useful life. A replacement is greatly needed.

RECOMMENDATION

Staff recommendation is to award the lowest responsive, responsible vendor, Vacuum, Pump & Compressor Option #1, for the amount of \$29,685.00.

FISCAL IMPACT

ATTACHMENTS

- I. Bid Summary RFB 2023-58

CITY OF GREEN BAY BID SUMMARY
RFB# 2023-58 Compressor Air Dryer Replacement
ISSUED: 1/30/2024 DUE: 2/20/2024
CC: 02500

	VACUUM, PUMP & COMPRESSOR.INC. OPTION #1	VACUUM, PUMP & COMPRESSOR.INC. OPTION #2	VACUUM, PUMP & COMPRESSOR.INC. OPTION #3
	CURTIS	ELGI	SALOY-BEALL
DESCRIPTION	TOTAL	TOTAL	TOTAL
AIR COMPRESSOR	\$25,738.00	\$25,995.00	\$33,015.00
AIR TREATMENT	\$3,947.00	\$3,947.00	\$3,947.00
Vendor's Proposed Cost of Project:	\$29,685.00	\$29,942.00	\$36,962.00

Recommendation: is to award the lowest responsive, responsible vendor Vacuum, Pump & Compressor Option #1 in the amount of \$29,685.00



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 20, 2024

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.2

Discussion/Action: Joist Repair - Transit Garage

BACKGROUND

Through a recent regularly scheduled preventative maintenance check, rusting of a joist above the bus wash was noticed. Staff worked with the Department of Public Works (DPW) to issue a bid for this repair. As with all public construction, DPW will oversee the project.

RECOMMENDATION

Staff recommends awarding to the lowest responsive, responsible bidder, Mills Coatings, Inc., for the amount of \$52,975.00

FISCAL IMPACT

ATTACHMENTS

- I. QUESTCDN_Project Bid ResultsTransit I-24 Joist Repair

TRANSIT 1-24 JOIST REPAIR

Quest Number: 8919760

Closing Date: Tue, 02/20/2024 02:00 PM CST

Posting Type: Construction Project

Owner Name:	Green Bay WI, City of
Owner Contact:	Steven Grenier, P.E.
Owner Phone:	920-448-3100
Solicitor Name:	Green Bay WI, City of
Contact:	Trista Hobbs
Email:	trista.hobbs@greenbaywi.gov
Phone:	920-448-3114
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
Mill Coatings, Inc.	Sharon Gay	920-434-1891	millcoatings@sbcglobal.net	\$ 52,975.00		
Beson and Houle	Jesse Houle	9209792914	jhoule@beson-houle.com	\$ 119,950.00		



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 20, 2024

PREPARED BY

AGENDA ITEM # E.3

Discussion/Action: Election of Transit Commission Officers

BACKGROUND

Elections of officers are held every two years in March or for a vacant position.

The Transit Commission is required to elect officers for the following board positions:

*Chair

*Vice Chair

*Secretary

Metro staff, Andrea Vlach will serve as Recording Secretary for the Transit Commission.

Board positions are for a period of two years or upon a vacant position.

RECOMMENDATION

Staff recommends the election of officers to be conducted.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 20, 2024

PREPARED BY

AGENDA ITEM # E.4

Discussion/Action: Additional Holidays for General Municipal Employees

BACKGROUND

In February, the City Council approved additional holidays for general municipal employees. These days include: Martin Luther King Jr. Day, 1/2 day Christmas Eve, and 1/2 day New Year's Eve. Director Kiewiz is requesting to add these additional days to Metro's list of holidays. Operational hours would not be affected.

RECOMMENDATION

Staff recommends the additional holidays for Transit's general municipal employees.

FISCAL IMPACT

ATTACHMENTS

- I. GBM SOG I Holidays

GREEN BAY METRO STANDARD OPERATING GUIDELINES	
Title: HOLIDAYS	Guideline Number: GBM SOG 1
Initial Effective Date: March 1, 2024	Revision Date:

This guideline applies to the following Green Bay Metro employees:

Dispatchers
Operations Assistant (LTE)
Operations Supervisors

Effective March 1, 2024, the following are recognized paid holidays:

- New Year's Day
- ½ Day Friday Before Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- ½ Christmas Eve Day
- Christmas Day
- ½ New Year's Eve Day
- 1 floating holiday (in lieu of the Day after Thanksgiving)
- 1 floating holiday (in lieu of the 4 hours that the above designated employees are required to work on Christmas Eve and New Year's Eve Day)
- 1 floating holiday (in lieu of Martin Luther King Day)

The schedule of holidays will be in accordance with applicable department policy.

Employees will be allowed holiday pay for the above recognized holidays provided they meet the following requirements:

- a. That they be actively employed during the payroll period immediately preceding the holiday with the exception of authorized absence, and
- b. That they work the scheduled day immediately preceding the holiday and the scheduled day immediately following the holiday except in cases involving authorized paid leave such as sick leave or vacation.

Non-exempt employees called into work on a holiday will be eligible to receive double time pay. An employee regularly scheduled to work a holiday will not be eligible for the double time pay and will be paid at their regular rate of pay.

Approval:

Department Head: /s/ Patricia Kiewiz	Date: March , 2024
Human Resources Director: /s/ Joseph Faulds	Date: March , 2024

This guideline is a supplement to the Green Bay Metro policies and procedures and/or City of Green Bay policies and procedures. The City reserves the right to change, revise and/or delete this guideline with advance notice to the affected employees. This guideline is not subject to the grievance procedure.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 20, 2024

PREPARED BY

AGENDA ITEM # F.I

Operational Reports

BACKGROUND

Operational reports included. Staff will present the reports.

RECOMMENDATION

Receive and place on file.

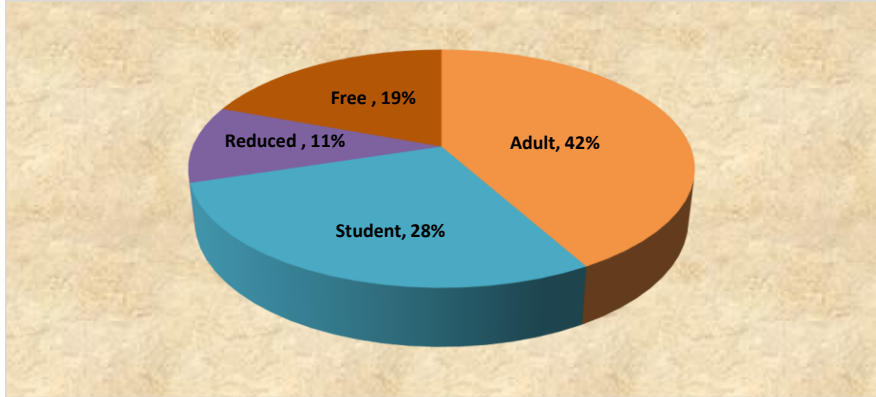
FISCAL IMPACT

ATTACHMENTS

- I. 01.Jan Ridership

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
January 2023	23,252	18,997	7,480	17,803	67,532	67,532
January 2024	26,929	20,513	7,520	14,377	69,339	69,339
Difference	3,677	1,516	40	(3,426)	1,807	
	16%	8%	1%	-19%	3%	



Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
January 2023	3,354	151	199	14	3,718	3,718
January 2024	4,247	525	287	13	5,072	5,072
Difference	893	374	88	(1)	1,354	
	27%	248%	44%	-7%	36%	

YTD PASSENGERS
74,411

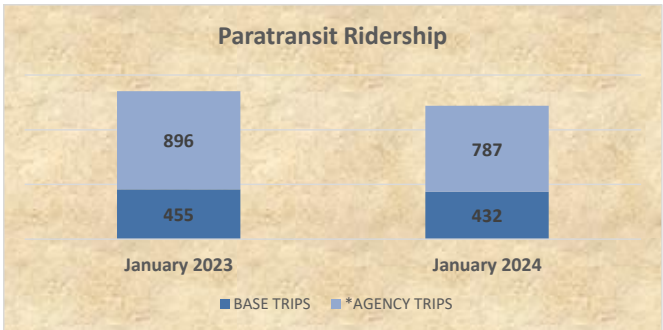
*Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.

*Free is comprised of game day, children 4 & under, promos, etc.

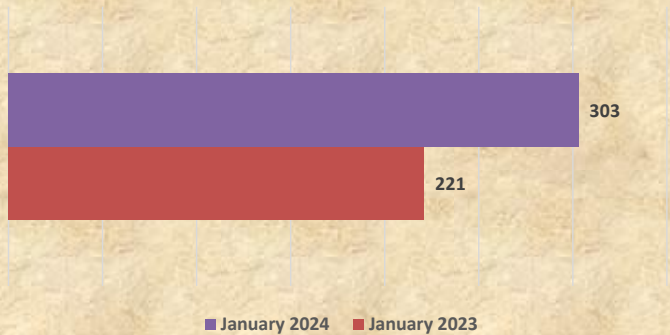
Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS
January 2023	455	896	1,351
January 2024	432	787	1,219
Difference	(23)	(109)	(132)
	-5.1%	-12.2%	-9.8%

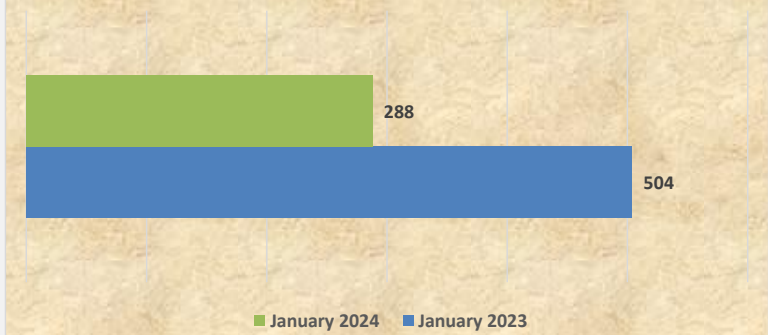
*Agency Fare includes base fare plus additional cost for expenses that is permitted by 49 CRF 37.131 to social service agencies and other organizations for agency trips (i.e., trips guaranteed to the organization).



Mobility Devices Boarded



Bikes Loaded





Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 20, 2024

PREPARED BY

AGENDA ITEM # F.2

Financial Reports

BACKGROUND

Green Bay Metro's staff will present the Transit Commission with the financial reports.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. 01.Jan Financials



EXPENSES

ACCOUNT DESCRIPTION	2024 Jan	2023 Jan	+/-	%	2024 BUDGET	% OF BUDGET
Wages & Salaries	92,653.24	97,794.43	(5,141)	-5.3%	2,639,789	3.5%
Fringe Benefits	73,993.99	58,804.28	15,190	25.8%	1,546,634	4.8%
Other Employment Expenses	879.96	2,470.12	(1,590)	-64.4%	81,600	1.1%
Contract Services	1,566.87	3,009.86	(1,443)	-47.9%	473,177	0.3%
Materials & Supplies	22,692.08	26,501.89	(3,810)	-14.4%	672,991	3.4%
Building & Equip Maintenance	36,589.63	22,904.08	13,686	59.8%	246,900	14.8%
Utilities	12,514.80	1,371.95	11,143	812.2%	220,002	5.7%
Insurance	126,729.00	137,321.00	(10,592)	-7.7%	166,207	76.2%
Miscellaneous	-	-	-	0.0%	250	0.0%
Paratransit Services	4,234.93	4,868.83	(634)	-13.0%	705,817	0.6%
Microtransit Services	7,131.42	7,540.48	(409)	-5.4%	2,488,935	0.3%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	378,985.92	362,586.92	16,399	4.5%	9,242,302	4.1%

ORIGINAL BUDGET

REVENUES

ACCOUNT DESCRIPTION	2024 Jan	2023 Jan	+/-	%	2023 BUDGET	% OF BUDGET
Federal Operating Asst	-	-	-	0.0%	2,840,609	0.0%
State Operating Asst	-	-	-	0.0%	2,726,479	0.0%
Other Local Municipalities	69,500.31	70,529.00	(1,029)	-1.5%	550,930	12.6%
Green Bay	108,333.33	104,000.00	4,333	4.2%	1,708,675	6.3%
Farebox Revenue-Fixed Route	32,223.04	44,560.65	(12,338)	-27.7%	775,000	4.2%
Farebox Revenue-Paratransit	16,697.00	18,889.00	(2,192)	-11.6%	292,600	5.7%
Farebox Revenue-Microtransit	1,550.00	1,938.00	(388)	-20.0%	-	0.0%
College Program Fares	-	-	-	0.0%	-	0.0%
TMI Refund	-	-	-	0%	-	0.0%
Non-Transportation Revenue	1,939.67	4,349.63	(2,410)	-55.4%	9,101	21.3%
State Fuel Refund	-	-	-	0.0%	-	0.0%
Advertising	8,330.68	8,997.00	(666)	-7.4%	100,000	8.3%
Intercity Bus Commissions	500.00	754.83	(255)	-33.8%	6,000	8.3%
Partnership Contributions	2,702.00	2,702.00	-	0.0%	232,908	1.2%
TOTAL	241,776.03	256,720.11	(14,944)	-5.8%	9,242,302	2.6%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	26	26	-	0.0%	308
Revenue Miles	56,639	56,673	(34)	-0.1%	693,821
Revenue Hours	3,800	3,794	6	0.1%	45,838
Unlinked Passenger Trips	69,339	67,532	1,807	2.7%	910,060
Revenue / Cost	63.8%	70.8%			100%
Farebox Revenue / Mile	0.57	0.79	(0.22)	-27.6%	1.12
Farebox Revenue / Pass Trip	0.46	0.66	(0.20)	-29.6%	0.85
Farebox Revenue / Hour	8.48	11.75	(3.26)	-27.8%	16.91
Passenger / Mile	1.22	1.19	0.03	2.7%	1.31
Cost / Mile	6.49	6.18	0.31	5.0%	8.72
Cost / Passenger Trip	5.30	5.19	0.12	2.2%	6.65

*Insurance is [NET] TMI



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 20, 2024

PREPARED BY

AGENDA ITEM # F.3

Director's Report

BACKGROUND

Director Kiewiz will provide the Transit Commission with a system update.

RECOMMENDATION

No action necessary.

FISCAL IMPACT

ATTACHMENTS

None